

**Minutes of the Annual Meeting of the Parish Council held on
Tuesday 3rd October 2017, Pluckley Village Hall, 7:30pm**

Present	Cllrs Newman (Chair), Breach, McAnally, O'Connor, Taylor, Whatman	
In Attendance	Cllr Bell; Caroline Levett – Clerk; members of the public	
Item		Action Responsibility
1. APOLOGIES	No apologies received.	
2. DECLARATION OF INTERESTS & ALTERATIONS TO REGISTER OF INTERESTS	Cllr McAnally declared an interest in planning application 17/01424.	
3. MINUTES OF PREVIOUS MEETING AND MATTERS ARISING	<p>The Parish Council minutes from the meeting held on 5th September 2017 were unanimously approved as a correct record of the meeting and signed by the Chairman, and publication on the website agreed.</p> <p>Cllr Whatman advised that item 9a. has been resolved.</p> <p>Cllr Newman advised of Cllr O'Connor's resignation. The Clerk to action the process to replace.</p> <p>Cllr Newman requested that all Parish Councillors submit reports ahead of meetings, and in good time.</p> <p>a. <i>War Memorial</i> Cllr Newman</p> <p>The Parish Council is unable to apply online to the diocese, and therefore has to be done manually. Philip Bell of the PCC has looked at the application and his comments been absorbed. The PCC has supported the addition of the two names proposed by the Parish Council. The whole application has been sent to Canterbury for diocese approval, and will then be submitted to Southwark.</p>	<p>CL</p> <p>ALL</p>
4. PARISHIONERS' QUESTIONS	<p>A parishioner raised an issue regarding housing and connections to the village. Cllr Bell to raise the issue with the appropriate ABC Officer.</p> <p>Parishioners raised concerns and made representations regarding planning application 17/01326. These were noted and discussed by the Parish Council under Planning.</p>	CB
5. CHAIRMAN'S REPORT CLLR NEWMAN	Items reported elsewhere.	
6. PLANNING CLLR TAYLOR	<p><i>Applications</i></p> <p>17/01424 Pinnock Byre, TN27 OSS 3 bay garage with room over external stair access in timber. Minor extension to roof line over entrance giving property a more unified appearance. All in existing palette. The Parish Council unanimously supported this application.</p> <p>17/01326 Caradon, Mill Lane Certificate of lawful use. Existing log cabin to be used as ancillary staff accommodation (2 bed) linked solely to the main property. Cllr Taylor to write to ABC expressing the Parish Council's concerns regarding overdevelopment of the site and creeping development; increased traffic; and contravention of the Neighbourhood Plan, and to urge ABC to reject the application and to apply enforcement.</p> <p>17/01316 Fredlands Farm Elvey Lane TN27 OSU Concrete framed disused agricultural barn to convert to dwellings: two adjacent 4 bed properties. The Parish Council had no comment to make.</p> <p>17/01262 5 Westfields. A letter from the applicant had been circulated. The Parish Council made no change in its recommendation to oppose this application.</p>	MT
7. ASHFORD BC	<i>Local Plan</i> The consultation period ended at the end of August and the responses are due for	

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These minutes are not a verbatim record of the meeting, but a summary of discussion and decisions taken at the meeting.

REPORT CLLR BELL	publication. <i>Joint Transportation Board</i> For a trial period lorries parked overnight along the A20 will be clamped. This has raised concerns about displacement and the lorries will move to the villages. The Parish Council will note any increase in overnight lorry parking.	ALL																					
8. FINANCE	<p>The six monthly budget monitoring had been circulated.</p> <p>The finance report for September had been circulated and the Parish Council ratified and approved the October 2017 payments list :</p> <table border="1"> <tr> <td>501315</td> <td>C Hoad – Bus Shelter Sweeping</td> <td>31.00</td> </tr> <tr> <td>501316</td> <td>J Johns – Recreation Ground Tidying</td> <td>45.00</td> </tr> <tr> <td>501317</td> <td>D Heasman – Street Sweeping</td> <td>90.00</td> </tr> <tr> <td>501318</td> <td>C Levett – Clerk’s Wages</td> <td>382.65</td> </tr> <tr> <td>501319</td> <td>M Newman - Communicate Delivery</td> <td>50.00</td> </tr> <tr> <td>501320</td> <td>D Breach - Communicate Delivery</td> <td>50.00</td> </tr> <tr> <td>501321</td> <td>PKF Littlejohn</td> <td>360.00</td> </tr> </table> <p>The grant from ABC towards the Neighbourhood Plan of £2,099 has now been received.</p> <p><i>Internal Audit Report</i> Cllrs Newman, Whatman and the Clerk are yet to meet to discuss items raised by the internal auditor.</p> <p><i>External Audit Report</i> The Clerk advised that the 2016/17 audit is now complete and the required items published.</p>	501315	C Hoad – Bus Shelter Sweeping	31.00	501316	J Johns – Recreation Ground Tidying	45.00	501317	D Heasman – Street Sweeping	90.00	501318	C Levett – Clerk’s Wages	382.65	501319	M Newman - Communicate Delivery	50.00	501320	D Breach - Communicate Delivery	50.00	501321	PKF Littlejohn	360.00	MN/MW/CL CL
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9. NEIGHBOURHOOD PLAN CLLR NEWMAN	<p><i>Brickworks</i> The Parish Council’s solicitor, Harriet Thorneloe, has been contacted by Riverwood’s solicitor and is awaiting formal documentation to transfer the Field to the Parish Council. It was agreed that Land Registry searches are not necessary but unanimously agreed that environmental/contamination searches should be undertaken.</p> <p><i>Open Spaces</i> ABC has thanked the Parish Council for its input to the Open Space Policy and advised that the report will be updated.</p> <p><i>Allotment</i> Pinnock Yard is now formally approved and the owner has asked how to proceed with allotments. Cllr Taylor has contacted ABC regarding this and is awaiting further advice. Options would be that the owner manages, the Parish Council runs the allotments on behalf of the owner or the Parish Council buys the allotments. Consideration would need to be given to start up and management costs.</p>																						
10. TRAFFIC & HIGHWAYS CLLR NEWMAN	<p>A request from the Highways Steward regarding the locations of road markings that need to be refreshed was responded to and Cllr Newman met with the Highways Steward.</p> <p>A request from a resident had been received to extend white lines across the front of her property. The Parish Council would have to support and pay for such a request. The Parish Council did not support this request and raised concerns that if it did this would set a precedent.</p>																						
11. SPEED LIMIT REVIEW CLLR O’CONNOR	The project is in the implementation stage and on course to be completed and operational. Work on calming measures will take place between 9 th and 12 th October.																						
12. VILLAGE HALL CLLR NEWMAN	<p>A request from the VHMC to close the bank account and transfer the balance had been received. This was unanimously agreed by the Parish Council.</p> <p>The next Village Hall meeting is on 6th November.</p>																						
13 VILLAGE HALL EXTENSION CLLR WHATMAN	Cllr Whatman advised that the project is moving forward. Piling is due to commence during the week commencing 16 th October.																						
14. RECREATION GROUND, PAVILION, TENNIS COURTS	Cllr Whatman advised that a quote is awaited regarding cutting the hedge and that all other issues are in hand. Cllr Newman requested that a priorities and work schedule is brought to	MW/DB																					

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CLLRS WHATMAN/BREACH	<p>the next meeting.</p> <p>Cllr Breach advised that she had received a request regarding a bench. It was agreed that the Parish Council should approve any benches and positioning. It was agreed that the Parish Council would recommend ecologically soundly sourced benches.</p>	
15. COMMUNICATION CLL R NEWMAN	<p>Communicate is currently being delivered around the parish. A parishioner had expressed their thanks for the publication.</p> <p>Details of the speed limit changes will be published in the Kentish Express.</p> <p>There has been an increase in fly posting. The Parish Council agreed that events in the community could be advertised but it did not support commercial advertising or events in a distant community.</p>	
16. CLERK'S REPORT CAROLINE LEVETT	<p><i>Parish Councillor Co-option</i> The required notice following the vacancies created by the resignations of Sue Beattie and Gavin Russell has been given. If by 5th October the required number of requests for an election to fill the vacancies have not been received, the Parish Council can fill by co-option.</p> <p><i>Outstanding Vacancy</i> The Parish Council unanimously agreed to co-opt Ben Fewsdale.</p>	
17. CORRESPONDENCE	No items of correspondence	
18. DIARY	<ul style="list-style-type: none"> • Parish Council meeting : Tuesday 7th November 2017, 7:30pm, Pluckley Village Hall • Christmas Tree Carols : Friday 8th December at 5pm. Cllr Whatman advised that the Christmas tree has been ordered, costing £250, and will be delivered on 5th or 6th December. 	
19. AOB	<ul style="list-style-type: none"> • The election of the new Vice Chairman will be brought to the next Parish Council meeting. • Cllr Newman to speak to the Black Horse regarding security and noise around Halloween. • Michael Wallis of the Royal British Legion has asked if Pluckley will be celebrating the 100th anniversary of the end of World War One. It was felt that the VHM and the Pluckley Collective might want to organise events. 	MN
	The meeting closed at 9:30 pm	

Caroline Levett, Clerk to Pluckley Parish Council
6th October 2017